

7 February 1979

Classification Review Procedure

CRP 79-7

CLASSIFYING OR UPGRADING DOCUMENTS

1. Occasionally documents are found that need to be upgraded to a higher classification or that are unmarked and require classification. Caution must be exercised in classifying unmarked documents because of restrictions spelled out in Executive Order 12065 that read as follows:

1-606. No document originated on or after the effective date of this Order may be classified after an agency has received a request for the document under the Freedom of Information Act or the Mandatory Review provisions of this Order (Section 3-5), unless such classification is consistent with this Order and is authorized by the agency head or deputy agency head. Documents originated before the effective date of this Order and subject to such a request may not be classified unless such classification is consistent with this Order and is authorized by the senior official designated to oversee the agency information security program or by an official with Top Secret classification authority. Classification authority under this provision shall be exercised personally, on a document-by-document basis.

1-607. Classification may not be restored to documents already declassified and released to the public under this Order or prior Orders.

Because documents originated prior to 1 December 1978 and classified after that date could be the subject of FOIA or mandatory review requests, classification of unmarked documents will be accomplished by an officer with Top Secret classification authority. A CRG officer with original Top Secret classification authority will also make all upgrading determinations. Reviewers will take all documents requiring classification or upgrading to the appropriate branch chief. The latter will verify that unmarked documents determined to require classification have not been released to the public under Executive Order 12065 or prior Orders.

2. If the decision to classify the document stands, the reviewer will complete the reviewer's stamp in the usual manner, using the year only on the "Next Review Date" line. He will also stamp the document with the original classification stamp, using ~~the~~ the branch chief's employee number as authority.

3. For example, a reviewer finds a list of names that has been unmarked since the document was created 23 years ago. He decides that the list may not be released and must be protected at the Confidential level. He shows the document to his branch chief, who agrees with that decision and verifies that the document has not been previously released. In completing the original classification stamp the reviewer uses his branch chief's employee number on the "Original CI By" line, checks the "Revw On" box, adding the full date (day, month, and year) 10 years hence, writes "same" on the Ext Bynd 6 Yrs By" line, and cites the applicable paragraph of [] as the reason. The stamps will read as follows:

Document No. 3
No Change In Class. ☐
☐ Declassified
Class. Changed to: TS S (C)
Next Review Date: 1989
Auth.: HR 70-3
Date: 7 Feb 79 By: []

ORIGINAL CL BY []
☐ DECL ☒ REVW ON 7 Feb 89
EXT BYND 6 YRS BY Same
REASON 3d(3)

[]

Chief,
Classification Review Group

30 January 1979

Classification Review Procedure

CRP 79-6

RESCINDS: CRP 78-39 of 23 October 1978

ASSIGNMENT OF ORIGINATING COMPONENT CODE

The procedure for assigning the originating component code number will be as follows:

1. The code for the actual originating component will be used, even if the component is no longer in existence. For instance, OCI originated material will be assigned code 202; the successor component, ORPA, will be reflected in the Office of Primary Interest, which is 20. In the case of DDO divisions that have been realigned over the years and countries moved from one to another, we will still use the code for the division that originated the document as it existed at the time. A reviewer aid is being compiled to assist in this.

2. If there is no code for the originating component, notify your branch chief, who, as appropriate, will arrange for establishment of a code number and notify all personnel. Newly assigned code numbers will be circulated by memo pending a new printout of all applicable codes.



Chief,
Classification Review Group

STATINTL

Rescind by 80-9

15 AUG 80

30 January 1979

Classification Review Procedure

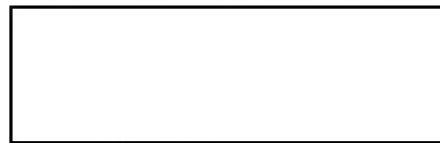
CRP 79-5

RESCINDS: RRP 78-8, 7 March 1978

TABBING OF DOCUMENTS THAT REQUIRE FURTHER ACTION

1. Because of the organization of many record groups and the necessity to maintain substantive integrity of the file, it has not proven feasible to segregate classified records and documents requiring further review from unclassified material within each folder. Certain types of documents, however, must be flagged for easy retrieval--those originated (1) by a foreign government, (2) by another U.S. Government agency, and (3) by CIA, but containing information that must be reviewed by another U.S. Government agency.

2. Documents will, therefore, remain in their original place in the folders. Reviewers will indicate the presence of document categories noted above by a wrap-around tab such as those used by National Archives and Records Service (NARS) and will write on the tab the name of the foreign government or the agency(s) that must review the document.



Chief,
Classification Review Group

STATINTL

Rescinded by 80-8
1 AUG 80

2 March 1979

Classification Review Procedure

CRP 79-4

RESCINDS: RRP 78-12 of 20 March 1978
CRP 78-36 of 10 October 1978

*Rescinded by
CRP 80-2 of
17 January 1980*

REVIEW OF OTHER AGENCIES' DOCUMENTS

1. This notice establishes the procedure for dealing with documents of other U.S. Government agencies found in CIA records.

2. Basically, CRG will not take final action on another agency's documents, but any such documents encountered will be reviewed to determine if they contain information of concern to CIA. Such documents will be treated as follows:

a. If the document contains information about, from or of interest to CIA and if that information may be declassified, tab the document in accordance with the procedure set forth in CRP 79-5 and stamp it as follows:

THE C.I.A. HAS NO OBJECTION
TO THE DECLASSIFICATION OF
THIS DOCUMENT.

3/26/79

b. If the document contains information about, from, or of interest to CIA and that information may not be declassified, tab the document and stamp it as follows:

THIS DOCUMENT CONTAINS INFORMATION
THAT THE CIA HAS DETERMINED MUST BE
CLASSIFIED AT THE LEVEL INDICATED

TS S C
AUTHORITY:

REV NO DATE 3/3/79

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c. If the document contains information of no concern to CIA, merely tab the document for ease in locating it.

3. None of the above acts constitutes final action on material originated by another agency, but it does show that the material has been reviewed for CIA interest. The tabbed document will remain in its original place in the file. In all cases the document retains its original classification until reviewed by the originating agency. Reviewers will note the presence of such documents on the review completion slip attached to the outside of the box.

4. No data input forms will be prepared for documents created by other agencies, but the number of non-Agency documents reviewed will be noted in the appropriate column on the weekly statistical sheet.



STATINTL

Chief,
Classification Review Group